

C-O-N-F-I-D-E-N-T-I-A-L

OFFICE OF TRAINING REGULATION No. 1-2

SUBJECT : Delegations of Authority

25X1 REFERENCES:

[REDACTED]  
OTR Regulation 1-1

REVISION : OTR Regulation No. 1-2, dated 18 April 1955

1. GENERAL

- a. Final responsibility and authority reside in the Director of Training for accomplishing the training mission charged to him by Agency regulations. The Deputy Director of Training serves as an alternate to the Director and assumes all authorities and responsibilities in the latter's absence.
- b. The major functional components of the Office of Training, (Schools, Staffs, Junior Officer Training Program, and [REDACTED] as reflected in the current organization chart, all report directly to the Director of Training.
- c. This Regulation delineates general and special delegations of authority for effectively discharging the functions assigned to the Director of Training.

2. AUTHORITIES

Authorities fall into the following general categories:

- a. Those which must be retained by the Director of Training.

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- b. Those which may be delegated only to the chiefs of major components.
- c. Those which may be redelegated by chiefs of major components to lower supervisory levels. Authorization in this category shall be redelegated as far as is possible consistent with the functional responsibilities of the subordinate units.

3. DIRECTOR OF TRAINING

The Director of Training retains and exercises final authority as to:

- a. Matters concerning OTR policy, any violations, infringements or changes thereto, and all contacts with chiefs of major Agency components and higher authority concerning such policy.
- b. Instances involving criticism of OTR, or which might reflect against the Agency.
- c. Situations wherein an actual or potential threat to the security, safety or cover of OTR activities or personnel appears significant.
- d. Major budgetary, organizational and staffing problems.
- e. Actions tending to increase or decrease the scope of OTR activities.

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- f. Instances of failure or unsatisfactory performance on the part of OTR components or personnel.
  - g. Issuance of OTR regulations and administrative actions.
  - h. Issuance of any directives required to implement approved recommendations of OTR Staff elements.
  - i. Authorization of per diem allowances to OTR personnel for periods of continuous temporary duty in excess of 180 days at one location and per diem allowances to Agency personnel for periods in excess of 180 calendar days for training assignments under an approved training program.
  - j. Assignment of new professional personnel (GS-7 and above) to the Office of Training.
  - k. Resolution of any routine matter on which major components have been unable to reach a decision.
  - l. Communications with Agency components or outside organizations concerning any of the above situations.
4. GENERAL DELEGATIONS
- a. CHIEFS OF MAJOR COMPONENTS

The chief of each major component is delegated all authority, not otherwise reserved by the Director of Training, in the

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processing and resolution of routine or recurring actions pertinent to the functional responsibilities of his particular unit, including, but not limited to, the following general situations.

- (1) Matters of internal administration of the component and its sub-elements within the limitations of its approved functions, including personnel administration, compliance with applicable budgetary and strength controls, control of processing operations, and compliance with performance standards.
- (2) Preparation of budget estimates and supporting documents and compliance with funds limitations and personnel strength controls imposed by the DTR.
- (3) Operation of coordination and liaison channels with other OTR elements and Agency components in connection with the foregoing.
- (4) Signing for the DTR all correspondence of a routine or recurring nature relating to the foregoing delegations.

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b. CHIEFS OF SCHOOLS

Each School Chief is delegated appropriate authority to fulfill his responsibilities for:

- (1) Conduct of courses in accordance with approved schedules; assignment of instructors; arrangements for classrooms, office space and training aids; satisfactory performance of the training mission in accordance with pre-determined standards; required coordination with other training and support elements to assure adequate and timely performance; procurement and adaptation of substantive training materials; and the submission of reports and documents required by DTR relating to students and courses.
- (2) Planning and accomplishment of training projects and activities assigned to the School and those performed in accordance with DTR approved plans, and within the limitations of pertinent authorities, regulations and controls.

5. SPECIAL DELEGATIONS

a. The Chief, Plans and Policy Staff, is delegated authority to:

- (1) Review internal policies, procedures, and functions of

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the Office of Training to assure compliance with policies, regulations, and directives of the Office and the Agency.

- (2) Set up liaison contacts and work directly with other Agency offices and with other government and private organizations for the purpose of planning, developing, and evaluating training methods, projects, and proposals of interest to the Agency.

(3)

- b. The Chief, Support Staff, serves as Executive Officer to the Director of Training and, in that capacity, is delegated authority to:

- (1) Represent the Office as administrative head in the absence of the Director and the Deputy Director of Training. This delegation includes authority to sign all correspondence and official documents.

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- (2) Resolve questions concerning the interpretation of this regulation and its application to specific situations in the other major elements of OTR. No part of this authority may be redelegated.

(3)

c. The Chief, Registrar Staff, is delegated authority to:

- (1) Approve requests for training of employees at non-GSA facilities and authorize payment of tuition and related costs and travel and per diem allowances incident thereto, except as specifically reserved by the Director of Training under paragraph 3i.
- (2) Approve payment of cash awards for proficiency in foreign languages to employees who meet prescribed eligibility standards.
- (3) Accomplish coordination and concurrence action on proposed additions and changes to Agency training regulations.

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(4) As Registrar, establish and maintain liaison with other government agencies and private educational institutions for the purpose of effectively using external training facilities; negotiate directly with outside establishments, including initiating or responding to correspondence of a nature not otherwise reserved by the Director of Training or higher authority, for the purpose of arranging training of Agency personnel in approved external programs or for the purpose of enrolling eligible non-CIA personnel in OOT courses.

d. The Chief, Assessment and Evaluation Staff, is delegated authority to:

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- a. The Chief, Junior Officer Training Program, is delegated authority to:

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6. COMMUNICATION

- a. Relationships between and among major components of the Office are on the basis of coordination and cooperation in matters of mutual interest.
- b. Weekly Activities Reports and the Director's staff meetings shall serve as means of keeping the Director of Training informed on routine operations.

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